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Conference of the Parties

Report of the Conference of the Parties on its nineteenth session, held in Warsaw from 11 to 23 November 2013

Addendum

Part two: Action taken by the Conference of the Parties at its nineteenth session

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Decision 16/CP.19

Work of the Adaptation Committee

The Conference of the Parties,

Welcoming the report of the Adaptation Committee,[1]

Noting with concern the shortfall in resources referred to in the above-mentioned report,

1. *Notes with appreciation* the progress made by the Adaptation Committee in the implementation of its three-year workplan, in particular:

(a) The progress made in promoting coherence in adaptation under the Convention;

(b) The 2013 thematic report on the state of adaptation;[2]

(c) The first annual Adaptation Forum;

(d) The establishment of the task force on national adaptation plans;

2. *Welcomes* the elaboration of the activities in that three-year workplan under three workstreams in order to enhance overall coherence;

3. *Encourages* the Adaptation Committee to continue its work on providing technical support and guidance to the Parties, in particular in the area of national adaptation plans, and to seek further coherence and synergy with other relevant bodies and programmes under the Convention in implementing its workplan;

4. *Requests* the Adaptation Committee to consider further focusing its 2014 thematic report;

5. *Also requests* the Adaptation Committee to organize a special event during the fortieth sessions of the subsidiary bodies to showcase its activities and to engage in a dialogue with Parties and other relevant stakeholders;

6. *Decides* that the positions of Chair and Vice-Chair of the Adaptation Committee shall be replaced by the positions of Co-Chairs of the Adaptation Committee, effective from the first meeting of the Adaptation Committee in 2014;

7. *Requests* the Adaptation Committee to make the necessary changes in its rules of procedure in relation to paragraph 6 above;

8. *Expresses* its appreciation to the Governments of Germany, Japan and Norway, as well as to the European Commission, for providing financial and in-kind contributions in support of the work of the Adaptation Committee, and to the Government of Fiji for hosting the 4th meeting of the Adaptation Committee and the workshop on the monitoring and evaluation of adaptation;

9. *Welcomes* the efforts made by the Adaptation Committee to make more efficient use of existing resources, including through enhancing collaboration with other constituted bodies under the Convention;

[1] FCCC/SB/2013/2.

[2] Available at <unfccc.int/6997.php#AC>.

10. *Encourages* the Adaptation Committee to utilize, where appropriate, resources, capacities and expertise from relevant organizations, centres and networks outside of the Convention in support of its work;

11. *Reiterates* its encouragement to Parties to make available sufficient resources for the successful and timely implementation of the three-year workplan of the Adaptation Committee.[3]

10th plenary meeting
22 November 2013

[3] Decision 11/CP.18, paragraph 6.

Decision 17/CP.19

Nairobi work programme on impacts, vulnerability and adaptation to climate change

The Conference of the Parties,

Recalling 2/CP.11, 1/CP.16 and 6/CP.17,

Recognizing the evolving scientific and technical information and knowledge needs related to impacts, vulnerability and adaptation to climate change,

Also recognizing the importance of indigenous and traditional knowledge and practices, and gender-sensitive approaches and tools for adaptation to climate change,

Noting the need to build on the experiences gained, partnerships built and knowledge generated during the implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change to date,

Welcoming the report of the Adaptation Committee,[1]

1. *Decides* to continue the Nairobi work programme on impacts, vulnerability and adaptation to climate change within the framework of the provisions of decision 2/CP.11, addressing the knowledge needs arising from, inter alia, the Cancun Adaptation Framework and other relevant workstreams and bodies under the Convention and the knowledge needs identified by Parties;

2. *Also decides* that the relevance of the Nairobi work programme should be enhanced, on the basis of, inter alia:

(a) Activities that build upon each other and are linked to issues that are practical and that engage adaptation practitioners;

(b) The development of linkages with other relevant workstreams, including the national adaptation plan process, research and systematic observation and bodies under the Convention, including the Adaptation Committee, the Least Developed Countries Expert Group and the Technology Mechanism;

(c) The development of knowledge products to improve the understanding and assessment of impacts, vulnerability and adaptation in response to needs identified by Parties;

(d) Support for the effective dissemination of knowledge products at the regional, national and subnational levels through, inter alia, knowledge networks and national focal points, particularly in developing countries;

3. *Recognizes* that the effectiveness of the modalities of the Nairobi work programme should be enhanced, including through:

(a) The improvement of the relevance and dissemination of knowledge products under the Nairobi work programme to inform adaptation planning and actions at the regional, national and subnational levels;

(b) Improved approaches to engaging and collaborating with Nairobi work programme partner organizations, adaptation practitioners and experts, including regional

[1] FCCC/SB/2013/2.

centres and networks, to better inform adaptation planning and actions at the regional, national and subnational levels;

(c) The further development of the Nairobi work programme Focal Point Forum;

4. *Requests* the Subsidiary Body for Scientific and Technological Advice to consider, at its fortieth session (June 2014), ways to enhance the effectiveness of the modalities described in paragraph 3 above;

5. *Also requests* the Subsidiary Body for Scientific and Technological Advice to consider, inter alia, the following issues:

(a) Ecosystems;

(b) Human settlements;

(c) Water resources;

(d) Health;

6. *Further requests* the Subsidiary Body for Scientific and Technological Advice, at its forty-first session (December 2014), to further discuss issues, as appropriate, for consideration under the Nairobi work programme;

7. *Decides* that activities under the Nairobi work programme should integrate gender issues, indigenous and traditional knowledge, and the role of and impacts on ecosystems;

8. *Encourages* Parties, Nairobi work programme partner organizations and adaptation practitioners to support the effective implementation of the Nairobi work programme by increasing collaboration with regional centres and networks, in particular those in developing countries, that provide and disseminate information and knowledge at the regional and national levels;

9. *Also encourages* Nairobi work programme partner organizations to support the effective implementation of the Nairobi work programme by reporting on the actions and outcomes associated with the fulfilment of action pledges and addressing calls for action;

10. *Invites* the Adaptation Committee, in accordance with its mandate and functions, to provide further recommendations for activities to be undertaken under the Nairobi work programme;

11. *Urges* developed country Parties to provide support, including financial support, for the implementation of the Nairobi work programme;

12. *Invites* other Parties, organizations, agencies and Nairobi work programme partner organizations to provide support for the implementation of the Nairobi work programme, as appropriate;

13. *Requests* the Subsidiary Body for Scientific and Technological Advice:

(a) To consider and further elaborate additional activities, including the timing of such activities in the implementation of the Nairobi work programme, at its fortieth session;

(b) To take stock of progress in the implementation of the Nairobi work programme and to further elaborate additional activities, including the timing of such activities, at its forty-fourth session (May 2016);

(c) To review the Nairobi work programme at its forty-eighth session, with a view to further improving its relevance and effectiveness, and to report to the Conference of the Parties at its twenty-fourth session.

10th plenary meeting
22 November 2013

Decision 18/CP.19

National adaptation plans

The Conference of the Parties,

Recalling decisions 1/CP.16, 5/CP.17 and 12/CP.18,

Affirming that best value adaptation is achieved through early and integrated planning and action at all levels,

Reaffirming the importance of addressing adaptation planning in the broader context of sustainable development,

Noting that addressing climate change risks and impacts will contribute to achieving long-term sustainable development,

Recalling that planning for adaptation at the national level is a continuous, progressive and iterative process, the implementation of which should be based on nationally identified priorities, including those reflected in the relevant national documents, plans and strategies, and coordinated with national sustainable development objectives, plans, policies and programmes,

1. *Emphasizes* that undertaking the national adaptation plan process is an investment for the future that will enable countries to assess and prioritize adaptation needs in a coherent and strategic manner;

2. *Welcomes* the technical guidelines for the national adaptation plan process,[1] which will assist the least developed country Parties in undertaking their national adaptation plan process, and which may be used by other Parties;

3. *Also welcomes* the establishment of the national adaptation plan global support programme for the least developed countries[2] for facilitating technical support to the least developed country Parties;

4. *Invites* developed country Parties, United Nations organizations, specialized agencies and other relevant organizations, as well as bilateral and multilateral agencies, to continue to enhance financial and technical support to the national adaptation plan process for the least developed country Parties, and other interested developing country Parties that are not least developed countries;

5. *Also invites* United Nations organizations, specialized agencies and other relevant organizations, as well as bilateral and multilateral agencies, to consider establishing or enhancing support programmes for the national adaptation plan process within their mandates, as appropriate, which could facilitate the provision of financial and technical support to developing country Parties that are not least developed countries, and to submit to the secretariat, by 26 March 2014, information on how they have responded to this invitation;

6. *Further invites* Parties and relevant organizations to submit, by 26 March 2014, information on their experience with the application of the initial guidelines for the

[1] <unfccc.int/7279>.

[2] Implemented by the United Nations Development Programme and the United Nations Environment Programme in partnership with other organizations and agencies. More information available at <http://www.undp-alm.org/projects/naps-ldcs>.

formulation of national adaptation plans,[3] as well as any other information relevant to the formulation and implementation of the national adaptation plans, for compilation by the secretariat into a miscellaneous document, for consideration by the Subsidiary Body for Implementation at its fortieth session (June 2014);

7. *Decides* to continue to take stock of, and, if necessary, revise the initial guidelines for the formulation of national adaptation plans at its twentieth session (December 2014), taking into account the submissions referred to in paragraph 6 above.

10th plenary meeting
22 November 2013

[3] Decision 5/CP.17, annex.

Decision 19/CP.19

Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

The Conference of the Parties,

Recalling the relevant provisions of the Convention, in particular Article 4, paragraphs 1, 3 and 7, and Article 12, paragraphs 1, 4, 5 and 7,

Also recalling decisions 8/CP.5, 3/CP.8, 17/CP.8, 8/CP.11, 5/CP.15, 1/CP.16, 2/CP.17, 14/CP.17, 17/CP.18 and 18/CP.18,

Acknowledging that the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention has made a substantial contribution to improving the process of the preparation of national communications by Parties not included in Annex I to the Convention (non-Annex I Parties) by providing technical advice and support and therefore enhancing the capacity of such Parties to prepare their national communications,

Recalling decision 1/CP.16, paragraph 60, that decided to enhance the reporting in national communications from non-Annex I Parties, and emphasizing that the Consultative Group of Experts could continue to provide technical advice and support for the preparation of biennial update reports,

Emphasizing the importance of providing relevant technical advice and support for the process of the preparation of national communications and biennial update reports, as well as the importance of providing a forum for non-Annex I Parties to share their experiences of this process,

Recognizing that developing countries require enhanced support in the process of enhanced reporting,

Also recognizing that the preparation of national communications and biennial update reports is a continuous process,

1. *Decides* to continue the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention for a period of five years from 2014 to 2018;

2. *Also decides* that the Consultative Group of Experts, in fulfilling its mandate, shall function in accordance with the revised terms of reference contained in the annex to this decision;

3. *Further decides* that the membership of the Consultative Group of Experts shall be the same as set out in decision 3/CP.8, annex, paragraphs 3–8;

4. *Decides* that the Consultative Group of Experts shall be composed of experts drawn from the UNFCCC roster of experts with expertise in at least one of the sections of national communications or biennial update reports in accordance with the relevant guidelines;[1]

[1] The "Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention," contained in the annex to decision 17/CP.8 and the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention," contained in annex III to decision 2/CP.17.

5. *Encourages* regional groups, in nominating their experts to the Consultative Group of Experts, to make every effort to ensure balanced representation in the areas of expertise referred to in paragraph 4 above, as well as take into account gender balance in accordance with decisions 36/CP.7 and 23/CP.18;

6. *Requests* the secretariat to publish the list of the members of the Consultative Group of Experts, including their respective area of expertise and experience relating to national communications and/or biennial update reports, and to notify the Subsidiary Body for Implementation of such appointments;

7. *Also requests* the Consultative Group of Experts to submit a progress report annually on its work to the Subsidiary Body for Implementation for its consideration at the sessions of the Subsidiary Body for Implementation which are held in conjunction with the sessions of the Conference of the Parties;

8. *Decides* to review, at its twenty-second session (November–December 2016), the mandate and terms of reference of the Consultative Group of Experts, with a view to adopting a decision at the same session;

9. *Requests* the secretariat to facilitate the work of the Consultative Group of Experts by:

(a) Organizing meetings and workshops of the Consultative Group of Experts and compiling reports on its meetings and workshops for consideration by the Subsidiary Body for Implementation;

(b) Providing technical support to the Consultative Group of Experts, as required, in relation to the process of and the preparation of national communications or biennial update reports by non-Annex I Parties;

(c) Liaising with other relevant multilateral programmes and organizations with a view to providing additional financial and technical support to the Consultative Group of Experts, as required, related to the preparation of national communications and biennial update reports;

(d) Disseminating the information materials and technical reports prepared by the Consultative Group of Experts to Parties, and other relevant experts and organizations;

(e) Providing assistance, including technical and logistical support, to the Consultative Group of Experts for developing and organizing appropriate training programmes for nominated technical experts, on the basis of the most updated training materials of the Consultative Group of Experts, with a view to improving the technical analysis, taking into account the difficulties encountered by non-Annex I Parties in the preparation of their biennial update reports;

10. *Urges* developed country Parties included in Annex II to the Convention and other developed country Parties in a position to do so to provide financial resources to enhance the support provided by the secretariat to the work of the Consultative Group of Experts and to support the full operation of the work of the Consultative Group of Experts;

11. *Takes note* of, as provided by the secretariat, the estimated budgetary implications of the actions requested of the secretariat in paragraph 9 above and other actions contained in the annex to this decision;

12. *Also takes note* that the requirements for additional resources for the implementation of the relevant actions referred to in paragraph 9 above and in the annex to this decision cannot be met by the approved core budget of the secretariat for the biennium 2014–2015;

13. *Requests* that the actions of the secretariat called for in this decision be undertaken subject to the availability of financial resources.

Annex

Terms of reference of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

1. The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) shall have the objective of improving the process of and preparation of national communications and biennial update reports by Parties not included in Annex I to the Convention (non-Annex I Parties) by providing technical advice and support to such Parties.

2. The CGE, in fulfilling its mandate, shall:

(a) Identify and provide technical assistance regarding problems and constraints that have affected the process of and the preparation of national communications and biennial update reports by non-Annex I Parties;

(b) Provide technical assistance and support to non-Annex I Parties to facilitate the process of and preparation of their national communications and biennial update reports in accordance with the "Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention" contained in the annex to decision 17/CP.8 and the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention" contained in annex III to decision 2/CP.17;

(c) Provide technical advice to non-Annex I Parties to facilitate the development and long-term sustainability of processes of the preparation of national communications and biennial update reports, including the elaboration of appropriate institutional arrangements and the establishment and maintenance of national technical teams, for the preparation of national communications and biennial update reports, including greenhouse gas inventories, on a continuous basis;

(d) Provide recommendations, as appropriate, on elements to be considered in a future revision of the guidelines for the preparation of national communications and biennial update reports from non-Annex I Parties, taking into account the difficulties encountered by non-Annex I Parties in the preparation of their national communications and biennial update reports;

(e) Provide technical advice and support to Parties, upon request, and information on existing activities and programmes, including bilateral, regional and multilateral sources of financial and technical assistance, to facilitate and support the preparation of national communications and biennial update reports by non-Annex I Parties;

(f) Provide technical advice and support to Parties, upon request, on the provision of information on steps to integrate climate change considerations into relevant social, economic and environmental policies and actions, in accordance with Article 4, paragraph 1(f), of the Convention;

(g) Provide information and technical advice based on, where possible, lessons learned and best practices in the process of and preparation of national communications and biennial update reports by non-Annex I Parties, including in relation to finance and other support available;

(h) Provide guidance and periodic advice to the secretariat to assist it in fulfilling the selection criteria for the composition of the team of technical experts, in accordance

with decision 20/CP.19, annex, paragraphs 3–5, taking also into account the reports provided by the secretariat in this regard on a semi-annual basis;

(i) Develop and organize, with assistance of the secretariat, appropriate training programmes for nominated technical experts to begin no later than in 2014, based on the most updated training materials of the Consultative Group of Experts, with a view to improving the technical analysis taking into account the difficulties encountered by non-Annex I Parties in the preparation of their biennial update reports.

3. The Consultative Group of Experts shall, in defining and implementing its work programme, take into account other relevant work by expert groups under the Convention in order to avoid duplication of work.

4. The Consultative Group of Experts shall revise its rules of procedure, if needed.

5. The Consultative Group of Experts shall develop, at its first meeting in 2014, a work programme for 2014–2018.

6. The Consultative Group of Experts shall forward recommendations on the matters referred to in paragraph 2 above for consideration by the Subsidiary Body for Implementation as appropriate.

10th plenary meeting
22 November 2013

Decision 20/CP.19

Composition, modalities and procedures of the team of technical experts under international consultation and analysis

The Conference of the Parties,

Recalling decisions 1/CP.16 and 2/CP.17, which established a process for international consultation and analysis of biennial update reports under the Subsidiary Body for Implementation that aims to increase the transparency of mitigation actions and their effects, and adopted the modalities and guidelines for international consultation and analysis,

Noting that international consultation and analysis is non-intrusive, non-punitive and respectful of national sovereignty,

Recognizing the need to have an efficient, cost-effective and practical international consultation and analysis process, which does not impose an excessive burden on Parties, or the secretariat,

Also recognizing the difficulties faced by Parties not included in Annex I to the Convention (non-Annex I Parties) in reporting under the Convention, as well as the need to take into account national capabilities and circumstances, the need to build capacity and the need for the provision of financial support in a timely manner to non-Annex I Parties to facilitate the timely preparation of their biennial update reports,

Further recognizing that the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention will play an important role in facilitating technical advice and support for the preparation and submission of Parties' biennial update reports,

1. *Adopts* the composition, modalities and procedures of the team of technical experts referred to in decision 2/CP.17, annex IV, paragraph 1, as contained in the annex;

2. *Invites* Parties to nominate technical experts with the relevant qualifications to the UNFCCC roster of experts;

3. *Requests* the secretariat to maintain and update the UNFCCC roster of experts;

4. *Also requests* the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention to develop and organize appropriate training programmes for nominated technical experts taking into account annexes III and IV to decision 2/CP.17, based on the most up-to-date training materials of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, with a view to improving the technical analysis, taking into account the difficulties encountered by Parties not included in Annex I to the Convention in the preparation of their biennial update reports;

5. *Encourages* developed country Parties included in Annex II to the Convention and other developed country Parties in a position to do so to provide the financial resources necessary for the action of the secretariat called for in paragraph 3 above and the actions required by the provisions contained in the annex;

6. *Also encourages* developed country Parties and other developed Parties included in Annex II to the Convention to provide new and additional financial resources at the agreed full cost in accordance with Article 4, paragraph 3, of the Convention and relevant

decisions of the Conference of the Parties, with a view to supporting any reporting needed for international consultation and analysis;

7. *Requests* that the actions of the secretariat called for in this decision and the actions called for by the provisions contained in the annex be undertaken subject to the availability of financial resources.

Annex

Composition, modalities and procedures of the team of technical experts for undertaking the technical analysis of biennial update reports from Parties not included in Annex I to the Convention

1. The objective of this document is to provide details of the composition, modalities and procedures of the team of technical experts (TTE) referred to in decision 2/CP.17, annex IV, paragraph 3, for undertaking the technical analysis of biennial update reports (BURs) from Parties not included in Annex I to the Convention (non-Annex I Parties), in a manner that is non-intrusive, non-punitive and respectful of national sovereignty, and that does not include, in accordance with decision 1/CP.16, paragraph 64, discussion about the appropriateness of such domestic policies and measures.

2. The secretariat will provide administrative support to the TTE. In the selection of the members of the TTE, the secretariat will be guided by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), which shall provide periodic advice to the secretariat to assist it in fulfilling the criteria in accordance with paragraphs 3 to 5 of this annex. The secretariat shall report to the CGE on the composition of the TTEs on a semi-annual basis.

3. A TTE shall be composed of experts nominated to the UNFCCC roster of experts, taking into consideration the expertise needed to cover the areas of information contained in the BUR, and as outlined in paragraph 3(a) of annex IV to decision 2/CP.17, taking into account the national circumstances of the Party concerned.

4. Once the CGE training programme is established, only those nominated experts who have successfully completed the CGE training programme referred to in paragraph 4 of this decision shall be eligible to serve in the TTE. A TTE shall include, as a high priority and to the extent available, at least one CGE member and up to one third of the TTE. For other experts on the TTE, priority will be given to experts who served as the members of the CGE.

5. The TTE shall be composed with a view to ensuring in the overall composition of the TTEs that the majority of experts come from non-Annex I Parties. All effort should be made to ensure geographical balance among the experts selected from non-Annex I Parties and Parties included in Annex I to the Convention (Annex I Parties). Each TTE shall be co-led by two experts: one from an Annex I Party and another from a non-Annex I Party. The co-lead experts should ensure that the technical analyses in which they participate are performed in accordance with this annex, and annex IV to decision 2/CP.17.

6. The participating experts shall serve in their personal capacity. They shall neither be a national of the Party whose BUR is under analysis nor be nominated by that Party, nor have been involved in the preparation of the BUR under analysis. The technical analysis of successive BURs from the same Party shall not be undertaken by the same TTE.

7. Technical analysis of BURs shall be conducted by a TTE in a single location. A TTE may analyse several BURs in a series of separate technical analyses. In accordance with decision 2/CP.17, paragraph 58(d), small island developing States and the least developed country Parties may undergo international consultation and analysis as a group of Parties at their discretion.

8. The technical analysis of BURs shall result in an individual summary report for each BUR submitted and analysed.

9. The TTE shall complete a draft summary report, referred to in paragraph 8 above, no later than three months after the start of the technical analysis. The draft summary report should be shared with the respective non-Annex I Party for review and comment, to be provided within three months of its receipt.

10. The TTE shall respond to and incorporate the comments referred to in paragraph 9 above from the Party concerned and finalize, in consultation with the Party concerned, the summary report within three months of the receipt of the comments.

11. The summary report referred to in paragraph 10 above will be noted by the Subsidiary Body for Implementation in its conclusions and shall be made publicly available on the UNFCCC website.

12. In the course of a technical analysis, additional technical information may be provided by the Party concerned to the TTE, as set out in decision 2/CP.17, annex IV, paragraph 4.

13. Where some of the additional technical information provided by the Party falls under confidentiality protection in accordance with the national legislation of the Party concerned, the confidentially of this information shall be protected by the TTE.

14. The obligation of a member of a TTE not to disclose confidential information referred to in paragraph 13 above shall continue after termination of his or her service on the TTE.

15. The technical analysis under international consultation and analysis will aim to increase transparency of mitigation actions and their effects; discussion on the appropriateness of such domestic policies and measures is not part of the process. The TTE shall:

(a) Identify the extent to which the elements of information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV, are included in the BUR of the Party concerned;

(b) Undertake a technical analysis of information contained in the BUR as outlined in the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention" contained in annex III to decision 2/CP.17, and any additional technical information that may be provided by the Party concerned;

(c) In consultation with the Party concerned, identify capacity-building needs in order to facilitate reporting in accordance with annex III to decision 2/CP.17, and participating in international consultation and analysis in accordance with annex IV to decision 2/CP.17, taking into account Article 4, paragraph 3, of the Convention.

10th plenary meeting
22 November 2013

Decision 21/CP.19

General guidelines for domestic measurement, reporting and verification of domestically supported nationally appropriate mitigation actions by developing country Parties

The Conference of the Parties,

Recalling decisions 1/CP.16 and 2/CP.17,

Recognizing that the general guidelines for domestic measurement, reporting and verification of domestically supported nationally appropriate mitigation actions by developing country Parties are to be voluntary, pragmatic, non-prescriptive and non-intrusive, take into account national circumstances and national priorities, respect the diversity of nationally appropriate mitigation actions, build on existing domestic systems and capacities, recognize existing domestic measurement, reporting and verification systems and promote a cost-effective approach,

1. *Adopts* the general guidelines for domestic measurement, reporting and verification of domestically supported nationally appropriate mitigation actions by developing country Parties contained in the annex;

2. *Invites* developing country Parties to use the guidelines contained in the annex on a voluntary basis;

3. *Strongly encourages* developed country Parties included in Annex II to the Convention and other developed country Parties in a position to do so to provide support to interested developing country Parties, including financial, technical and capacity-building support, and to address specific nationally determined capacity-building needs, through means of implementation, in accordance with the relevant Articles of the Convention.

Annex

General guidelines for domestic measurement, reporting and verification of domestically supported nationally appropriate mitigation actions by developing country Parties

A. Principles

1. These guidelines are general, voluntary, pragmatic, non-prescriptive, non-intrusive and country-driven, take into account national circumstances and national priorities, respect the diversity of nationally appropriate mitigation actions (NAMAs), build on existing domestic systems and capacities, recognize existing domestic measurement, reporting and verification systems and promote a cost-effective approach.[1]

B. Purpose

2. The purpose is to provide general guidelines, for voluntary use by developing country Parties, based on the above-mentioned agreed principles, to describe the domestic measurement, reporting and verification of domestically supported NAMAs.

C. Recognizing, using and reporting on the domestic measurement and verification of nationally appropriate mitigation actions

3. Developing country Parties are encouraged to utilize existing domestic processes, arrangements or systems, including domestically available information, methodologies, experts and other aspects, for domestic measurement, reporting and verification. Otherwise, developing country Parties may wish to voluntarily establish domestic processes, arrangements or systems for the domestic measurement, reporting and verification of domestically supported NAMAs.

4. Developing country Parties may, taking into account national circumstances, capacities and national priorities, indicate the general approach adopted:

(a) To establish, when appropriate, and/or recognize, where relevant, inter alia, the institutions, entities, arrangements and systems involved in the domestic measurement, reporting and verification of NAMAs;

(b) To measure domestically supported NAMAs, including the collection and management of relevant and available information and the documentation of methodologies;

(c) To verify domestically supported NAMAs, including the use of domestic experts using domestically developed processes, thereby enhancing the cost-effectiveness of the verification process.

10th plenary meeting
22 November 2013

[1] FCCC/SBSTA/2012/5, paragraph 89.

Decision 22/CP.19

Sixth national communications from Parties included in Annex I to the Convention

The Conference of the Parties,

Recalling Article 2, Article 3, paragraph 1, Article 4, paragraph 2(a) and (b), Article 12 and other relevant provisions of the Convention,

Also recalling decisions 2/CP.1, 3/CP.1, 6/CP.3, 11/CP.4, 4/CP.5, 33/CP.7, 4/CP.8, 1/CP.9, 7/CP.11, 10/CP.13, 9/CP.16, 2/CP.17 and 19/CP.18,

Emphasizing that the national communications and annual greenhouse gas inventories submitted by Parties included in Annex I to the Convention (Annex I Parties) are the main source of information for reviewing the implementation of the Convention by those Parties, and that the reports of the in-depth reviews of those national communications provide important additional information for that purpose,

Recalling that, in accordance with decisions 2/CP.1, 6/CP.3, 11/CP.4, 33/CP.7 and 9/CP.16, a compilation and synthesis report on the information provided in each national communication submitted by an Annex I Party is prepared by the secretariat for consideration by the Conference of the Parties,

Also recalling that the Conference of the Parties, by decision 2/CP.17, requested the secretariat to prepare a compilation and synthesis report on the information reported by developed country Parties in their biennial reports for consideration by the Conference of the Parties at its twentieth (December 2014) and subsequent sessions, in accordance with Article 7, paragraph 2(g), of the Convention,

Further recalling that, following the provisions of decisions 9/CP.16 and 2/CP.17, the due date of submission of the sixth national communications from Annex I Parties and the first biennial reports from developed country Parties is 1 January 2014, and that developed country Parties should present their biennial reports as an annex to their national communications or as a separate report,

1. *Invites* Parties included in Annex I to the Convention (Annex I Parties) to submit their sixth national communications in accordance with decisions 9/CP.16 and 2/CP.17;

2. *Requests* the secretariat to prepare a compilation and synthesis report on the information reported by Annex I Parties in their sixth national communications for consideration by the Conference of the Parties at its twentieth session, in accordance with Article 7, paragraph 2(g), of the Convention.

10th plenary meeting
22 November 2013

Decision 23/CP.19

Work programme on the revision of the guidelines for the review of biennial reports and national communications, including national inventory reviews, for developed country Parties

The Conference of the Parties,

Recalling the relevant provisions of the Convention, in particular Articles 4 and 12, and decisions 2/CP.1, 9/CP.2, 6/CP.3, 6/CP.5, 33/CP.7, 19/CP.8, 12/CP.9, 18/CP.10 and 1/CP.13 on national communications and national greenhouse gas inventories from Parties included in Annex I to the Convention,

Also recalling decisions 1/CP.16 and 2/CP.17, which established a work programme under the Subsidiary Body for Scientific and Technological Advice with a view to concluding the revision of the guidelines for the review of biennial reports and national communications, including national inventory reviews, no later than the nineteenth session of the Conference of the Parties,

Noting that, while the revision of the review guidelines for national communications and biennial reports will be completed by the nineteenth session of the Conference of the Parties, the revision of the review guidelines for greenhouse gas inventories will be completed by the twentieth session of the Conference of the Parties (December 2014),

Recognizing the need to have an efficient, cost-effective and practical review process which does not impose an excessive burden on Parties or the secretariat,

Having considered the relevant recommendations of the Subsidiary Body for Scientific and Technological Advice,

1. *Adopts* the "Guidelines for the technical review of information reported under the Convention related to greenhouse gas inventories, biennial reports and national communications by Parties included in Annex I to the Convention" (hereinafter referred to as the review guidelines) contained in the annex;

2. *Decides* to use the review guidelines for the review of the first biennial reports and the review of the sixth national communications starting in 2014 and for subsequent reviews of biennial reports and national communications until any revisions are decided upon by the Conference of the Parties;

3. *Requests* that the actions of the secretariat called for in this decision be undertaken subject to the availability of financial resources.

Annex

[English only]

Guidelines for the technical review of information reported under the Convention related to greenhouse gas inventories, biennial reports and national communications by Parties included in Annex I to the Convention

PART I: STRUCTURE OF THE REVIEW GUIDELINES

1. The UNFCCC guidelines for review of annual inventories are composed of Part II and Part III of these guidelines.

2. The UNFCCC guidelines for review of biennial reports are composed of Part II and Part IV of these guidelines.

3. The UNFCCC guidelines for review of national communications are composed of Part II and Part V of these guidelines.

PART II: GENERAL APPROACH TO THE REVIEW

A. Applicability

4. Information provided by Parties included in Annex I to the Convention (Annex I Parties) in their greenhouse gas (GHG) inventories, biennial reports (BRs) and national communications (NCs) will be subject to reviews pursuant to relevant decisions of the Conference of the Parties (COP), in accordance with the provisions of these guidelines.

B. Objectives

5. The objectives of the review of information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP are the following:

(a) To provide, in a facilitative, non-confrontational, open and transparent manner, a thorough, objective and comprehensive technical review of all aspects of the implementation of the Convention by individual Annex I Parties and Annex I Parties as a whole;

(b) To promote the provision of consistent, transparent, comparable, accurate and complete information by Annex I Parties;

(c) To assist Annex I Parties in improving their reporting of information contained in GHG inventories, BRs and NCs and pursuant to other relevant decisions of the COP and the implementation of their commitments under the Convention;

(d) To ensure that the COP has accurate, consistent and relevant information in order to review the implementation of the Convention.

6. The objectives of the review guidelines are to promote consistency, comparability and transparency in the review of information reported under the Convention related to GHG inventories, BRs and NCs.

C. General approach

7. The provisions of these guidelines will apply to the review of information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP.

8. Specific provisions for the review of GHG inventories, NCs and BRs are included in specific parts of these review guidelines.

9. The same information submitted by an Annex I Party in its BR, NC and GHG inventory will be reviewed only once, by an expert review team (ERT).

10. The ERTs shall provide a thorough and comprehensive technical review of all aspects of the implementation of the Convention by Annex I Parties and shall identify any potential issues referred to in paragraphs XX (inventory section), 64 and 78 below. The ERTs shall conduct technical reviews to provide information expeditiously to the COP in accordance with the procedures detailed in these guidelines.

11. At any stage in the review process, the ERTs may put questions to, or request additional or clarifying information from, the Annex I Parties under review regarding identified issues. The ERTs should offer suggestions and advice to those Annex I Parties on how to resolve such issues, taking into account the national circumstances of the Party under review. The ERTs shall also provide technical advice to the COP or the Subsidiary Body for Implementation (SBI), upon request.

12. The Annex I Parties under review should provide the ERTs with access to the information necessary to substantiate and clarify the implementation of their commitments under the Convention, in accordance with the relevant reporting guidelines adopted by the COP, and, during in-country visits, should also provide appropriate working facilities. The Parties should make every reasonable effort to respond to all questions and requests of the ERTs for additional clarifying information.

Confidentiality

13. In response to a request from the ERT for additional data or information, or access to data used in the preparation of the GHG inventory, BR and NC reports, an Annex I Party may indicate whether such information or data are confidential. In such a case, the Party should provide the basis for protecting such information, including any domestic law, and, upon receipt of assurance that the data will be maintained as confidential by the ERT, will submit the confidential data in accordance with domestic law and in a manner that allows the ERT access to sufficient information or data for the assessment of the implementation of the commitments under the Convention by Annex I Parties and the conformity with the relevant methodological guidance as agreed by the COP. Any confidential information or data submitted by a Party in accordance with this paragraph shall be maintained as confidential by the ERT, in accordance with any decisions on this matter adopted by the COP.

14. An ERT member's obligation not to disclose confidential information and data submitted by a Party in accordance with paragraph 13 above shall continue after the termination of his or her service on the ERT.

D. Timing and procedures

I. Review of greenhouse gas inventories[1]

[1] Placeholder for paragraphs XX–XX on the UNFCCC guidelines for review of annual inventories.

15. Each GHG inventory submitted under the Convention by an Annex I Party will be subject to review, in accordance with part II and part III of these guidelines.

II. Review of biennial reports

16. Each BR submitted under the Convention by an Annex I Party will be subject to a review by an ERT, in accordance with part II and part IV of these guidelines.

17. The ERTs shall make every effort to complete the individual review of BRs within 15 months of the due date of their submission for each Annex I Party.

18. In the years when NCs and BRs are submitted together, both the NC and BR will be subject to an in-country review.

19. In the years when the BR is not reported in conjunction with the NC, the BR shall be subject to a centralized review. However, the ERT, based on the findings of the review,[2] can recommend that the next review be an in-country review and, upon a Party's request, the secretariat shall organize an in-country review for that Party.

20. The secretariat, where appropriate, may consider other UNFCCC review processes when coordinating BR and NC reviews, in particular with a view to addressing the need to improve the cost-effectiveness of the review process and national circumstances.

III. Review of national communications

21. The ERTs shall make every effort to complete the individual review of NCs within 15 months of the due date of their submission for each Annex I Party.

22. Each NC submitted under the Convention by an Annex I Party shall be subject to a scheduled in-country review by an ERT, in accordance with part II and part V of these guidelines.

23. The secretariat, where appropriate, shall consider other UNFCCC review processes when coordinating BR and NC reviews, in particular with a view to addressing the need to improve the cost-effectiveness of the review process and national circumstances.

E. Expert review teams and institutional arrangements

I. Expert review teams

24. Each submission of information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP shall be assigned to a single ERT, which shall be responsible for performing the review thereof in accordance with the procedures and time frames established in these guidelines. The submissions of an Annex I Party shall not be reviewed in two successive reviews by an ERT with identical composition.

25. Each ERT shall provide a thorough and comprehensive technical review of the information reported under the Convention related to GHG inventories, BRs and NCs and pursuant to relevant decisions of the COP and shall, under its collective responsibility, prepare a review report, assessing the implementation of the commitments of the Annex I Party and identifying any potential issues referred to in paragraphs XX (GHG inventory section), 64 and 78 below. The ERTs shall refrain from making any political judgement.

26. The ERTs shall be coordinated by the secretariat and shall be composed of experts selected on an ad hoc basis from the UNFCCC roster of experts and shall include lead reviewers. The ERTs formed to carry out the tasks under the provisions of these guidelines

[2] The findings from the ERT are related to issues indicated in paragraph 64 below.

may vary in size and composition, taking into account the national circumstances of the Party under review, the format of the review, the number of reports and the different needs for expertise for each review task. Additional experts may be added to a review team where necessary.

27. Participating experts shall serve in their personal capacity.

28. Experts shall be nominated by Parties to the Convention to the UNFCCC roster of experts and, as appropriate, by intergovernmental organizations.

29. Participating experts shall have recognized competence in the areas to be reviewed in accordance with these guidelines. The training to be provided to the experts, and the subsequent assessment after the completion of the training[1] and/or any other means needed to ensure the necessary competence of the experts for their participation in ERTs, shall be designed and operationalized by the secretariat in accordance with relevant decisions of the COP.

30. Experts selected for a specific review activity shall neither be nationals of the Party under review nor be nominated or funded by that Party.

31. Participating experts from Parties not included in Annex I to the Convention (non-Annex I Parties) and Annex I Parties with economies in transition shall be funded according to the existing procedures for participation in UNFCCC activities. Experts from other Annex I Parties shall be funded by their governments.

32. In conducting reviews, the ERTs shall adhere to these guidelines and work on the basis of established and published procedures agreed upon by the COP and the Subsidiary Body for Scientific and Technological Advice (SBSTA), including quality assurance and control and confidentiality provisions.

II. Competences of the expert review teams

33. The competences required to be a member of an ERT for the technical review of GHG inventories are in the areas to be covered in part III of these guidelines.

34. The competences required to be a member of an ERT for the technical review of BRs are in the areas referred to in paragraph 59(c) in part IV of these guidelines.

35. The competences required to be a member of an ERT for the technical review of NCs are in the areas referred to in paragraph 77(c) below in part V of these guidelines.

III. Composition of the expert review teams

36. The secretariat shall select the members of the ERTs to review the GHG inventories, BRs and NCs submitted under the Convention and pursuant to relevant decisions of the COP in such a way that the collective skills and competencies of the ERTs address the areas mentioned in paragraphs 33, 34 and 35 above, respectively.

37. The secretariat shall select the members of the ERTs with a view to achieving a balance between experts from Annex I and non-Annex I Parties in the overall composition of the ERTs, without compromising the selection criteria referred to in paragraph 36 above. The secretariat shall make every effort to ensure geographical balance among the experts selected from non-Annex I Parties and among those selected from Annex I Parties.

38. The secretariat shall ensure that in any ERT one co-lead reviewer shall be from an Annex I Party and one from a non-Annex I Party.

[1] The experts that opt not to participate in the training have to undergo a similar assessment successfully to enable them to qualify for participation in ERTs.

39. Without compromising the selection criteria referred to in paragraphs 33, 34 and 35 above, the formation of ERTs should ensure, to the extent possible, that at least one member is fluent in the language of the Party under review.

40. The secretariat shall prepare an annual report to the SBSTA on the composition of ERTs, including the selection of experts for the review teams and the lead reviewers, and on the actions taken to ensure the application of the selection criteria referred to in paragraphs 36 and 37 above.

IV. Lead reviewers

41. Lead reviewers shall act as co-lead reviewers for the ERTs in accordance with these guidelines.

42. Lead reviewers should ensure that the reviews in which they participate are performed by each ERT according to the relevant review guidelines and consistently across Parties. They should also ensure the quality and objectivity of the thorough and comprehensive technical examinations in the reviews and provide for the continuity, comparability and timeliness of the reviews.

43. With the administrative support of the secretariat, lead reviewers shall, for each review:

(a) Ensure that the reviewers have all of the necessary information provided by the secretariat prior to the review;

(b) Monitor the progress of the review;

(c) Coordinate the submission of queries of the ERT to the Party under review and coordinate the inclusion of the answers in the review report;

(d) Provide technical advice to the members of the ERT, if needed;

(e) Ensure that the review is performed and the review report is prepared in accordance with these guidelines;

(f) Ensure that the ERT gives priority to issues raised in previous review reports.

44. Lead reviewers shall also collectively prepare an annual report to the SBSTA as part of the annual report referred to in paragraph 40 above, containing suggestions on how to improve the quality, efficiency and consistency of the reviews in the light of paragraph 5 above of these guidelines.

V. Ad hoc review experts

45. Ad hoc review experts shall be selected by the secretariat from those nominated by Parties or, exceptionally and only when the required expertise for the task is not available among them, from those nominated by relevant intergovernmental organizations belonging to the UNFCCC roster of experts for specific reviews. They shall perform individual review tasks in accordance with the duties set out in their nomination.

46. Review experts shall, as necessary, perform desk review tasks in their home countries and participate in in-country visits and centralized reviews.

VI. Role of the secretariat

47. The secretariat shall organize the reviews, including the preparation of a schedule for the review, the coordination of the practical arrangements concerning the review and the provision of all relevant reported information to the ERT concerned.

48. The secretariat shall develop review tools and materials and templates for review reports under the guidance of the lead reviewers.

49. The secretariat shall coordinate, together with the lead reviewers, the communication during the review between the ERT concerned and the Party under review and shall maintain a record of communications between ERTs and Parties.

50. The secretariat, together with the lead reviewers, shall compile and edit the final review reports.

51. The secretariat shall facilitate annual meetings of the lead reviewers for GHG inventories, BRs and NCs. It shall summarize information on issues raised in the reviews to facilitate the work of lead reviewers in fulfilling their task to ensure consistency in the reviews across Parties.

52. The secretariat shall design and implement training activities for review experts, including lead reviewers, and the subsequent assessment of the experts' qualifications, under the guidance of the SBSTA (see para. 29 above).

VII. Guidance provided by the Subsidiary Body for Scientific and Technological Advice

53. The SBSTA shall provide general guidance to the secretariat on the selection of experts and the coordination of the ERTs, and to the ERTs on the expert review process. The reports mentioned in paragraphs 40 and 44 above are intended to provide the SBSTA with inputs for elaborating such guidance.

F. Reporting and publication

54. The ERTs shall, under their collective responsibility, produce review reports. The review of the same information (see para. 7 above) shall be reflected in one report only. The following review reports should be produced for each Annex I Party:

(a) For the review of GHG inventories, a final report on the review of the GHG inventory, in accordance with part II and part III of these guidelines;

(b) For the review of BRs, a technical report on the review of the BR, in accordance with part II and part IV of these guidelines;

(c) For the review of NCs, a report on the review of the NC, in accordance with part II and part V of these guidelines.

55. The review reports for each Annex I Party shall follow a format and outline comparable to that set out in paragraph 56 below and shall include the specific elements described in parts III–V of these guidelines.

56. All review reports prepared by ERTs shall include the following elements:

(a) An introduction and a summary;

(b) A description of the technical review of each of the elements reviewed according to the relevant sections on the scope of the review detailed in parts III–V of these guidelines, including:

(i) A description of any potential issues identified in accordance with paragraphs XX, 64 and 78 below;

(ii) Any suggestions provided by the ERT to resolve the potential issues;

(iii) An assessment of any efforts made by the Annex I Party under review to address any potential issues identified by the ERT during the current review or during previous reviews that have not been addressed;

(iv) The sources of information used in the formulation of the final report.

57. Following their completion, all review reports shall be published and forwarded by the secretariat, together with a written comment on the final review report made by the Party under review, to the Party concerned, the COP and the subsidiary bodies, as appropriate, following these guidelines.

PART III: UNFCCC Guidelines for the technical review of greenhouse gas inventories from Parties included in Annex I to the Convention[4]

PART IV: UNFCCC Guidelines for the technical review of biennial reports from Parties included in Annex I to the Convention

A. Purpose of the review

58. The technical review of BRs is the first step of the international assessment and review (IAR) process. The overall objectives of the IAR process are to review the progress made by developed country Parties in achieving emission reductions and to assess the provision of financial, technological and capacity-building support to developing country Parties, as well as to assess emissions and removals related to quantified economy-wide emission reduction targets under the SBI, taking into account national circumstances, in a rigorous, robust and transparent manner, with a view to promoting comparability and building confidence. In addition, the IAR process aims at assessing the implementation of methodological and reporting requirements.

59. The purposes of the technical review of BRs from Annex I Parties are the following:

(a) To provide a thorough and comprehensive technical review of the parts of BRs that are not otherwise covered in the annual GHG inventory review;

(b) Taking into account paragraph 59(a) above, to examine in an objective and transparent manner whether quantitative and qualitative information was submitted by Annex I Parties in accordance with the "UNFCCC biennial reporting guidelines for developed country Parties" adopted by the COP;[5]

(c) To promote consistency of the information contained in BRs submitted by Annex I Parties;

(d) To assist Annex I Parties in improving their reporting of information and the implementation of their commitments under the Convention;

(e) To undertake an examination of the Party's progress in achieving its economy-wide emission reduction target.

(f) To ensure that the COP has reliable information on the implementation of commitments under the Convention by each Annex I Party with a view to promoting comparability and building confidence.

B. General procedures

60. Each Annex I Party's BR will be reviewed. A Party's BR shall be reviewed in conjunction with its NC in the years in which both the BR and the NC are submitted.

61. Prior to the review, as part of its preparation, the ERT shall conduct a desk review of the BR of the Annex I Party under review. The ERT, through the secretariat, shall notify

[4] Placeholder for paragraphs XX–XX on the UNFCCC guidelines for review of annual inventories.

[5] Decision 2/CP.17, annex I; decision 19/CP.18.

the Party concerned of any questions the team has regarding the information provided in the BR and of any focal areas for the review.

62. The output of the technical review will be a technical review report, building on existing reporting standards and including an examination of the Party's progress in achieving its economy-wide emission reduction target.

C. Scope of the review

63. The individual review will:

(a) Provide an assessment of the completeness of the BR, in accordance with the reporting requirements contained in decisions 2/CP.17 and 19/CP.18, and an indication of whether it was submitted on time;

(b) Examine the consistency of the BR with the annual GHG inventory and NC but it will not include in-depth examination of the inventory itself;

(c) Undertake a detailed technical examination of only those parts of the BR that are not included in the annual GHG inventory review, including the following:

(i) All emissions and removals related to the Party's quantified economy-wide emission reduction target;

(ii) Assumptions, conditions and methodologies related to the attainment of the Party's quantified economy-wide emission reduction target;

(iii) Progress the Party has made towards the achievement of its quantified economy-wide emission reduction target;

(iv) The Party's provision of financial, technological and capacity-building support to developing country Parties;

(d) In the years in which an NC is submitted at the same time as the BR, serve as part of the review of the NC, where there is an overlap between the content of the BR and that of the NC.

Identification of issues

64. The issues identified during the technical review of individual sections of the BR shall be identified as relating to the following:

(a) Transparency;

(b) Completeness;

(c) Timeliness;

(d) Adherence to the biennial report reporting guidelines as per decision 2/CP.17.

D. Timing

65. If an Annex I Party expects difficulties with the timeliness of its BR submission by the due date, it should inform the secretariat thereof by the due date of the submission, to the extent possible, in order to facilitate the arrangements of the review process.

66. The ERTs shall make every effort to complete the individual review of BRs within 15 months of the due date of their submission for each Annex I Party.

67. If additional information is requested during the review week, the Annex I Party should make every reasonable effort to provide the information within two weeks after the review week.

68. The ERT for the review of the BR of each Annex I Party shall, under its collective responsibility, produce a draft technical review report following the format detailed in paragraph 71 below, to be finalized within eight weeks after the review week.

69. The draft technical review report of each BR shall be sent to the Annex I Party subject to the review for comment. The Party concerned shall be given four weeks[6] from its receipt of the draft report to provide comments thereon.

70. The ERT shall produce the final version of the BR technical review report, taking into account the comments of the Annex I Party within four weeks of receipt of the comments. All final review reports shall be published and forwarded by the secretariat, together with any written comments on the final review report by the Party that is the subject of the report, to the COP.

E. Reporting

71. The following specific elements shall be included in the technical review report referred to in paragraph 54(b) above:

(a) The results of the technical examination of the elements specified in paragraph 63(c) above, including an examination of the Party's progress in achieving its economy-wide emission reduction target;

(b) An identification of issues in accordance with paragraph 64 above.

PART V: UNFCCC Guidelines for the technical review of national communications from Parties included in Annex I to the Convention

A. Purpose

72. The purposes of the review of NCs from Annex I Parties are the following:

(a) To establish a process for a thorough and comprehensive technical review of the implementation of the commitments under the Convention by individual Annex I Parties and Annex I Parties as a group;

(b) Taking into account paragraph 72(a) above, to examine in an objective and transparent manner whether quantitative and qualitative information was submitted by Annex I Parties in accordance with the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications" adopted by the COP;

(c) To promote consistency of the information contained in the NCs of Annex I Parties;

(d) To assist Annex I Parties in improving their reporting of information under Article 12 of the Convention and the implementation of their commitments under the Convention;

(e) To ensure that the COP has reliable information on the implementation of commitments under the Convention by each Annex I Party and Annex I Parties as a whole.

B. General procedures

73. Each Annex I Party's NC will be reviewed, where relevant in conjunction with the review of the BR.

[6] Four weeks, or 20 working days if the Party has a public holiday occurring within the four-week time frame.

74. Each NC submitted under the Convention by an Annex I Party shall be subject to an in-country review.

75. Annex I Parties with total GHG emissions of less than 50 Mt CO_2 eq (excluding land use, land-use change and forestry) in accordance with their most recent GHG inventory submission, with the exception of Parties included in Annex II to the Convention, may choose to undergo a centralized review for their NCs.

76. Prior to the review, the ERT shall conduct a desk review of the NC of the Annex I Party under review. The ERT, through the secretariat, shall notify the Party concerned of any questions the team has regarding the NC and of any focal areas for the review.

C. Scope of the review

77. The individual review will, noting paragraph 9 above:

(a) Provide an assessment of the completeness of the NC in accordance with the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part II: UNFCCC reporting guidelines on national communications" adopted by the COP, and an indication of whether it was submitted on time;

(b) Check the consistency of information contained in the NC with that contained in the BR and GHG inventory. If the same information is reported elsewhere, the information should be reviewed only once;

(c) Undertake a detailed technical examination of the unique information contained in the NC and the procedures and methodologies used for the preparation of the information therein, noting that the outline of the NC is included in the list below:

(i) National circumstances relevant to GHG emissions and removals;

(ii) GHG inventory information;

(iii) Policies and measures;

(iv) Projections and the total effect of policies and measures;

(v) Vulnerability assessment, climate change impacts and adaptation measures;

(vi) Financial resources;

(vii) Transfer of technology;

(viii) Research and systematic observation;[7]

(ix) Education, training and public awareness;

(d) Giving consideration to national circumstances, identify any potential issues referred to in paragraph 78 below.

Identification of issues

78. The issues identified during the technical review of individual sections of the NC shall be identified as relating to the following:

(a) Transparency;

(b) Completeness;

(c) Timeliness;

[7] Information provided under this heading includes a summary of the information provided on global climate observing systems.

(d) Adherence to the NC reporting guidelines as per decision 4/CP.5.

D. Timing

79. If an Annex I Party expects difficulties with the timeliness of its NC submission by the due date, it should inform the secretariat thereof by the due date of the submission, to the extent possible, in order to facilitate the arrangements of the review process.

80. The ERTs shall make every effort to complete the individual review of NCs within 15 months of the due date of their submission for each Annex I Party.

81. If additional information is requested during the review week, the Annex I Party should make every reasonable effort to provide the information within two weeks after the review week.

82. The ERT for the review of the NC of each Annex I Party shall, under its collective responsibility, produce a draft of the review report following the format detailed in paragraph 85 below, to be finalized within eight weeks after the review week.

83. The draft of each NC review report shall be sent to the Annex I Party subject to the review for comment. The Party concerned shall be given four weeks[8] from its receipt of the draft report to provide comments thereon.

84. The ERT shall produce the final version of the NC review report, taking into account the comments of the Annex I Party within four weeks of receipt of the comments. All final review reports shall be published and forwarded by the secretariat, together with any written comments on the final review report by the Party that is the subject of the report, to the COP.

E. Reporting

85. The following specific elements shall be included in the report referred to in paragraph 54(c) above:

(a) A technical review of the elements specified in paragraph 77(c) above;

(b) An identification of issues in accordance with paragraphs 77(d) and 78 above.

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[8] Four weeks, or 20 working days if the Party has a public holiday occurring within the four-week time frame.